

**WATER POLLUTION CONTROL AUTHORITY
REGULAR MEETING
Meeting Room A
Tuesday October 28, 2014**

MEMBERS PRESENT: Dan Atwood, Roger Gale, Peter Ellsworth, Tim Rainville

MEMBERS ABSENT: Stewart Morse

OTHERS PRESENT: Kristi Stabley, Shawn Bourgeois (WINY)

1. CALL TO ORDER:

The meeting was called to order by Chairman Roger Gale at 7:03 PM.

2. APPROVAL OF THE REGULAR MEETING MINUTES OF SEPTEMBER 23, 2014:

MOTION BY DAN ATWOOD TO APPROVE MINUTES AS AMENDED. SECONDED BY PETER ELLSWORTH. ALL IN FAVOR. TIM RAINVILLE ABSTAINS.

AMENDMENTS:

1: ELECTION OF OFFICERS: Add after first sentence “SECONDED BY PETER ELLSWORTH. ALL IN FAVOR. Add after third sentence “SECONDED BY ROGER GALE. ALL IN FAVOR.

2: 2014-2015 BUDGET: Delete “SECONDED BY DAN ATWOOD” Replace with “SECONDED BY PETER ELLSWORTH”. Delete “Kristi’s pay increase of \$3.42 per hour is retroactive to July 1, 2014.”

3. CITIZEN COMMENTS: None.

4. NEW BUSINESS:

A. EXECUTIVE ADMINISTRATOR REPORT: Kristi presented the board with a handout titled “Administration Report= October 2014”. The report contained all WPCA activity for the month of October along with projects yet to be completed. The board asked Kristi to add Executive Administrator Report as an ongoing agenda item.

B. CLIENT NEWSLETTER: Roger suggested that the WPCA start a newsletter containing the Woodstock WPCA system and activities to keep clients informed and up to date. The board agreed that a newsletter was a great idea. Roger volunteered to gather all of the appropriate material needed for the newsletter, and prepare a draft for the board to approve.

5. OLD BUSINESS:

A. CLEAN WATER FUND UPDATE: DEEP sent a copy of the fully executed original agreement and tax questionnaire for the WPCA’s records as well as the Closing Statement and a copy of the final Payment Summary Report for review and for a final signature.

B. SEWER SYSTEM REHABILITATION PROJECT:

- **DATE RECORDER UPDATE:** Tim had a conversation with Paul Malmrose from Tighe&Bond concerning the data recorder and the outstanding bill associated with the data recorder training. After their conversation Paul desolved the outstanding bill.

MOTION BY DAN ATWOOD TO APPROVE INSTALL AND DATA RECORDER

TRAINING BY GLENN CARTERELLI AND TO BE FACILITATED BY TIM RAINVILLE. SECONDED BY PETER ELLSWORTH. ALL IN FAVOR.

C. GRINDER PUMP DO'S AND DON'TS REVIEW: A MOTION WAS MADE BY DAN ATWOOD TO APPROVE THE NEWLY FORMATTED HANDOUT. SECONDED BY ROGER GALE. ALL IN FAVOR.

D. MATERIAL INVENTORY REPORT: Peter and Roger compiled a Material Inventory List of all of the parts inside of the conex box on Butt's Road, for future reference for the WPCA.

E. 2015-2016 BUDGET: Peter suggests a preliminary proposed budget for the first WPCA meeting of 2015.

A MOTION BY DAN ATWOOD TO ADD "WPCA MEETING DATES" TO THE AGENDA UNDER ITEM 7.C. SECONDED BY PETER ELLSWORTH. ALL IN FAVOR.

6. SYSTEM MAINTENANCE UPDATE:

A. CONTINUATION OF INVESTIGATION OF SPIKE IN FLOW TO PUTNAM: No new updates at this time.

B. TIGHE&BOND FINAL REPORT: Tighe&Bond prepared a final report and was received on October 28th for review.

7. FLOW REPORTS:

A. WEEKLY METER READING OF MAIN LINE WASTE WATER FLOW TO PUTNAM FY 2014-2015: No new updates at this time.

B. WATER METER READINGS FOR FY 2014-2015: No new updates at this time.

The WPCA board asked Kristi to prepare a rainfall data chart to all upcoming meetings for reference.

C. WPCA 2015 MEETING DATES: A MOTION BY DAN ATWOOD TO ACCEPT 2015 MEETING DATES AS PRESENTED. SECONDED BY PETER ELLSWORTH. ALL IN FAVOR.

8. CITIZEN COMMENT: None

9. PAYMENT OF THE BILLS:

WPCA OCTOBER 28, 2014 BILLS

<u>Vendor</u>	<u>Line Item</u>	<u>Charges</u>
AT&T-----Account# 8609282770148	500.00.225.00 WPCA Lift Station Telephone	\$33.04

Connecticut Light & Power--Account# 51942724014	500.00.224.00 WPCA Lift Station CL&P	\$258.28
Tighe&Bond--- Invoice#092014367 Task Order#5 Review of Final Reports	500.00.213.00 WPCA Engineering Services	\$1,220.24
Deep 6 Plumbing and Heating----Invoice# 10735C Serviced Grinder Pump at 36 Ellen Lane, Woodstock CT	500.00.218.00 WPCA Grinder Pump Repair	\$80.00
A-1 Septic Service Inc,---- Pumped Lift Station after Woodstock Fair	500.00.289.00 WPCA Lift Station Maintenance	\$205.00
TOTAL AMOUNT DUE: \$1,796.56		

Roger Gale identified the following bills for consideration by the Authority:

MOTION BY DAN ATWOOD TO APPROVE PAYMENT OF THE BILLS. SECONDED BY TIM RAINVILLE. ALL IN FAVOR.

10. CORRESPONDENCE: None

11. REVIEW OF MEMBER FOLLOW-UP ACTIVITIES FOR THE NEXT MEETING

- Executive Session, personel matter add to Novembers agenda
- Peter email current Job Descriptions to all members
- Roger work on WPCA newsletter
- Kristi review DEEP correspondence
- Tim set up data recorder install and training
- Kristi training of grinder pumps
- Kristi material list with vendors
- Kristi rainfall data spreadsheet
- Roger look into Hearing to discuss sewer rates and revenue
- Kristi email members Tighe&Bonds final report

12. ADJOURNMENT

MOTION BY DAN ATWOOD TO ADJOURN THE MEETING. SECONDED BY PETER ELLSWORTH. ALL IN FAVOR.

The meeting was adjourned at 8: 27 PM.

Respectfully Submitted

Kristi Stabley
WPCA Executive Administrator